

Scott Walker
Governor

Jon E. Litscher
Secretary



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State of Wisconsin

Department of Corrections

September 7, 2017

Chief Brad Wentlandt
Greenfield Police Department
5300 West Layton Avenue
Greenfield, WI 53220

RE: 2017 Annual Inspection, Greenfield Municipal Lockup

Dear Chief Wentlandt:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Greenfield Municipal Lockup was conducted on August 31, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The three cells, two interview rooms, group holding room and adjacent booking area were inspected and found to be in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being completed pursuant to 349.12(3)(5) on a monthly basis.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Greenfield Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked at the facility, which is an excellent practice.

The facility utilizes two separate health screening forms with a “short” form used for those detainees not being placed into a cell, and another longer version for those placed in a cell. It was suggested that administration review the necessity of utilizing both forms, considering that your Department’s intent is to electronically complete the health screening via Pro-Phoenix software system.

Current Greenfield procedure stipulates that medications will be placed with the arrestee’s property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Greenfield Fire Department was completed on 6/27/17. Evacuation routes are posted and fire protection equipment in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being placed into a cell, as well as those being booked at the facility who are either placed on the bench or in one of the interview rooms. Since the last annual inspection in 2016, there have been no notifications to this office regarding any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

Cell checks are being completed and documented for those individuals placed into a cell or interview room. A review of completed booking sheets found that security checks are generally being conducted and documented approximately [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code. However, a number of documented cell checks indicated that staff is recording checks exactly [REDACTED] [REDACTED]. Please ensure that all security checks are completed at irregular intervals as noted in administrative code.

Detention of Juveniles 349.21

Your Department has received authorization to hold juveniles pursuant to the requirements set forth in DOC 349.21. A review of completed booking sheets found that physical security checks of juveniles are being documented approximately [REDACTED] minutes. The facility’s design allows for sight and sound separation between adults and juveniles. Juvenile files were found to be kept

separate from adult records, and no juvenile appeared to have been in secure custody for longer than 6 hours.

Approval

The Greenfield Municipal Lockup is approved for the detention of adults for up to 72 hours and the detention of delinquent juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Sergeant Robert Austin for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Michael Neitzke, Mayor
Sgt. Robert Austin
Kristi Dietz, ODF Director
File